



# EMERGENCY SOLUTIONS GRANT (ESG) FOR FY2014 FUNDS

---

## REQUEST FOR PROPOSALS

Issue Date: July 1, 2013

Submittal Date: August 2, 2013

Department of Community Investment  
City of South Bend, IN



# TABLE OF CONTENTS

<b>INSTRUCTIONS</b>	<b>2</b>
<b>SECTION I: EMERGENCY SOLUTIONS GRANT PROGRAM</b>	<b>3</b>
<b>ESG / HEARTH BACKGROUND</b>	<b>4</b>
<b>PRIORITIES</b>	<b>5</b>
<b>ESG SPECIFIC OBJECTIVES</b>	<b>5</b>
<b>ESG GENERAL REQUIREMENTS</b>	<b>6</b>
<b>FAITH-BASED ORGANIZATIONS</b>	<b>8</b>
<b>EVALUATION CRITERIA</b>	<b>9</b>
<b>ESG ACTIVITIES ELIGIBLE FOR CONSIDERATION</b>	<b>10</b>
<b>ESG ACTIVITIES INELIGIBLE FOR CONSIDERATION</b>	<b>10</b>
<b>SECTION II: REQUEST FOR PROPOSAL</b>	<b>11</b>
<b>RFP APPLICATION REQUIREMENT LIST</b>	<b>12</b>
<b>PROPOSAL COVER SHEET</b>	<b>14</b>
<b>PROJECT DESCRIPTION</b>	<b>15</b>
<b>TABLE 1: DESCRIPTION OF PROJECT ACTIVITIES</b>	<b>17</b>
<b>TABLE 2: MATCHING FUNDS</b>	<b>18</b>
<b>TABLE 3: SOURCE(S) OF FUNDS FOR OPERATING EXPENSES</b>	<b>19</b>
<b>RESOLUTION</b>	<b>20</b>
<b>ESG FUNDS PREVIOUSLY RECEIVED</b>	<b>21</b>

## INSTRUCTIONS

This funding application contains materials required to apply for Emergency Solutions Grant (ESG) funds through the City of South Bend's Department of Community Investment. The packet includes:

**SECTION I:** ESG Background, Priorities, Specific Objectives, General Requirements, Faith-Based Organizations, Evaluation Criteria, Eligible and Ineligible Activities

**SECTION II:** RFP Application Requirement List, Proposal Cover Sheet, Project Description, Table 1 - Description of Project Activities, Table 2 - Matching Funds, Table 3 – Source(s) of Funds for Operating Expenses, Board Resolution, ESG Funds Previously Received

### **RETURN SECTION II TO THE DEPARTMENT OF COMMUNITY INVESTMENT**

For timely consideration of your proposal, please fill out the attached proposal application and submit one (1) original and one (1) copy of each ESG proposal (Section II) to:

City of South Bend  
Department of Community Investment  
227 W. Jefferson Blvd, Suite 1400S  
South Bend, Indiana 46601-1830

**HAND DELIVERY REQUIRED:** Proposals must be received by **4:45 p.m. on Friday, August 2, 2013**. No mail, fax or email deliveries will be accepted.

Please be sure your proposal application packet contains **ALL** the required materials and includes the requested essential information. Please no 3-ring binders or punched pages. Also, separate attachments in returned RFPs by tabs or colored pages

**NOTE:** Proposals received after the above date and time will not be considered. Proposals that are incomplete will not be considered.

Any questions about the proposal process and required information or requests for assistance, unless otherwise noted, should be directed to Lory Timmer at 235-5841.



## **SECTION 1**

# **EMERGENCY SOLUTIONS GRANT PROGRAM**

## ESG/HEARTH BACKGROUND

An Act to Prevent Mortgage Foreclosures and Enhance Mortgage Credit Availability was signed into law on May 20, 2009 (Public Law 111-22). This new law implements a variety of measures directed toward keeping individuals and families from losing their homes. Division B of this new law is the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act). The HEARTH Act consolidates and amends three separate homeless assistance programs carried out under title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371 et seq.) (McKinney-Vento Act) into a single grant program that is designed to improve administrative efficiency and enhance response coordination and effectiveness in addressing the needs of homeless persons. The single Continuum of Care program established by the HEARTH Act consolidates the following programs: the Supportive Housing Program, the Shelter Plus Care program, and the Moderate Rehabilitation/Single Room Occupancy program. The former Emergency Shelter Grant program is renamed the Emergency Solutions Grant program and revised to broaden existing emergency shelter and homelessness prevention activities and to add rapid re-housing activities. The new Rural Housing Stability program replaces the Rural Homelessness Grant program. The HEARTH Act also codifies in law and enhances the Continuum of Care planning process, the coordinated response to addressing the needs of homelessness established administratively by HUD in 1995. HUD has commenced rulemaking to implement these new and revised programs, and this final rule is central to all of the HEARTH Act rules.

The City of South Bend expects to receive approximately **\$165,439** for the FY2014 Emergency Solutions Grant (ESG) Program allocation under the HEARTH Act of 2009. As outlined in its 2014 HCD Action Plan, these funds will be awarded to community-based, nonprofit organizations providing emergency shelter and related services to the homeless, on a dollar-for-dollar match in the program component areas of: emergency shelter and rapid re-housing.

It is a priority of the U.S. Department of Housing and Urban Development (HUD) and the City of South Bend to work under a “Continuum of Care” approach to homelessness to assist homeless individuals and families to obtain a decent living environment, either through rental housing or home ownership. The Department of Community Investment specifically seeks proposals to provide shelter and supportive services for the homeless.

## PRIORITIES

The purpose of the Emergency Solutions Grant (ESG) Program is to:

- Broaden existing emergency shelter and homelessness prevention activities;
- Emphasize Rapid Re-Housing;
- Help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness;
- Enhance alignment of ESG regulations with other HUD programs – including CDBG and HOME; and,
- Support more coordinated and effective data collection, performance measurement, and program evaluation.

## ESG SPECIFIC OBJECTIVES

To help nonprofit organizations provide assistance to homeless individuals and families through grant awards for:

- The payment of certain operating and social service expenses in connection with emergency shelter for the homeless;
- Essential services activities and activities designed to prevent the incidence of homelessness.

## ESG GENERAL REQUIREMENTS

**If the proposed project is funded, the following requirements will apply:**

- Recognize and follow 24 CFR PART 576 - the Code of Federal Regulations for the EMERGENCY SOLUTIONS GRANT PROGRAM - including but not limited to: Definitions of Homeless and At Risk of Homeless; Program Components and Eligible Activities, etc.
- Term of Agreement – Agreements awarded in response to this RFP full application will be for a term of 12 months.
- Active participation in the Homeless Management Information System (HMIS). The HEARTH Act makes HMIS participation a statutory requirement for ESG recipients and sub recipients.

Victim service providers cannot participate in HMIS, and Legal Services Organizations may choose to not participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead.

- Each recipient must maintain records which document the demographic characteristics of the persons assisted.
- Recipients will be required to submit reports to the City to verify compliance [i.e. Quarterly and Annual Performance Report (APR)]
- Identify the participation of homeless or formerly homeless individuals on its board of directors or other policy-making entity.
- Assure that homeless individuals will be involved, to the maximum extent feasible through employment, volunteer services, or otherwise, in providing services that are assisted under ESG.
- Must fulfill 1:1 (dollar for dollar) match requirements.
- All projects should be planned for a maximum of 12 months.

Emergency Shelter – January 1, 2014 - December 31, 2014  
Rapid Re-Housing – 12 months from contract date

- 
- Compliance with local, state and federal requirements in regard to procurement of architect/professional services.
  - Compliance with conflict of interest requirements. A copy of the organization's approved code/standard of conduct will be required to be submitted.

## FAITH-BASED ORGANIZATIONS

### BACKGROUND/GENERAL GUIDANCE/APPLICABILITY

On December 12, 2002, Executive Order 13279 was issued, requiring federal departments to treat all organizations fairly and without regard to religion in federal programs. It is HUD policy that, within the framework of constitutional church-state guidelines, faith-based organizations should be able to compete on an equal footing with other organizations for federal funding. Accordingly, organizations that are **faith-based are eligible, on the same basis as any other organization, to participate in HUD's programs** and activities.

The new rule revises HUD regulations to remove barriers to the participation of faith-based organizations in the HOME, CDBG, HOPE 3, HOPWA, Emergency Shelter Grants, Shelter Plus Care, Supportive Housing, and Youthbuild Programs. In doing so, the preamble to the rule stresses that all program participants should complete on equal footing and be subject to the same requirements. In its implementation, HUD and grantees in the formula programs – HOME, CDBG, ESG and HOPWA, should be conscious that requirements for documentation, reporting, monitoring and use should be applied to all entities across the board. If a formula grant recipient has procedures in place, these procedures should **be applied to all sub-recipients without regard to their religious or secular status.**

As with any regulatory change, the new rule requires clarification on several fronts in order to ensure a uniform and accurate implementation in the affected programs. This is to provide guidance on certain aspects of the September 30, 2003, final rule. The guidance contained in this notice applies to all eight of the Community Planning and Development programs, as it determines necessary, and as it receives questions and requests for clarification on the new regulatory requirements.

On September 30, 2003, (68 FR 56396), HUD issued a final rule requiring equal treatment of faith-based organizations for eight HUD programs administered by its Community Planning and Development (CPD) Division. In addition, HUD published a final rule on July 9, 2004 (69 FR 41712) requiring, among other things, that states under the CDBG program provide equal treatment of faith-based organizations. Copies of the rules can be assessed online at: <http://archives.hud.gov/initiatives/fbci/Faith-Based.pdf>

## EVALUATION CRITERIA

**The City of South Bend has the final decision making authority on the selection of proposals to be funded. Proposals will be evaluated and preference given to those which address the following:**

- Top priority will be given to those agencies actively involved in the Continuum of Care.
- Allow for the most efficient and cost-effective use of ESG Program funds so that the greatest number of homeless individuals and families will be assisted.
- Demonstrate a commitment to the project in terms of time, effort, resources, etc.
- Include a realistic, detailed financial package that documents the ability of the applicant entity to match the Emergency Solutions Grant funds and demonstrates the ability to leverage financing from other sources. (Expenditures should be explained).
- Describe the nature and extent of the (documented) unmet homeless need within the applicant's jurisdiction and detail the extent to which the proposed activities address this need.
- Prove the ability of the applicant entity to carry out the proposed activities within the 2014 program year.
- Demonstrate effectiveness in serving the homeless, including the ability to establish, maintain, and/or improve the self-sufficiency of homeless individuals.
- Current or previous funded agencies – timeliness reimbursement requests/draw request.

## ESG ACTIVITIES ELIGIBLE FOR CONSIDERATION

### **A. EMERGENCY SHELTER COMPONENT (24 CFR 576.102)**

Eligible Program Participants: “unsheltered homeless people” meaning individuals and families who qualify as homeless under paragraph (1) (i) of the “homeless” definition under Section 576.2.

Eligible Costs Include: Essential services to homeless families and individual in emergency shelters, and operating services.

### **B. RAPID RE-HOUSING COMPONENT (24 CFR 576.104)**

Eligible Program Participants: Those who meet the criteria under paragraph (1) of the homeless definition in Section 576.2 or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition.

Eligible Costs Include: The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in Section 576.105, the short and medium term rental assistance requirements in Section 576.106, and the written standards and procedures established under Section 576.400.

## ESG ACTIVITIES INELIGIBLE FOR CONSIDERATION

Emergency Solutions Grant funds may not be used for activities other than those listed above. For example: Acquisition or construction of an emergency shelter for the homeless; rehabilitation services performed by the staff of a grantee or recipient such as preparation of work specifications, loan processing or inspections; or mortgage assistance are not eligible activities.

**ESG Program Interim Regulations and the Homeless Emergency Assistance and Rapid Re-housing Transition to Housing (HEARTH) Defining “Homeless” Final Rule can be found at <http://www.hudhre.info/>**



## **SECTION II**

# **ESG REQUEST FOR PROPOSAL**

## RFP APPLICATION REQUIREMENT LIST

All proposals must include the following items, either in narrative form or as an attachment:

- 1) Request for proposal cover sheet
- 2) Project description
- 3) Description of project activities
- 4) Proof of matching funds

Pursuant to 24 CFR 576.201, each grantee must supplement its ESG grant amount with an equal or greater amount of match funds from sources other than ESG funds. These match funds must be provided after the date of the grant award. Matching funds used for this ESG project may not be used to match any other projects or grant. Applicants must submit a letter of commitment signed by a person authorized by the entity to make such a commitment of resources. This letter should identify the resource(s) to be provided, a minimum dollar value to be provided, and for what purpose the resource(s) will be used. (See Table 2, Page 6.) Applicants must realize that any resources committed in an application and considered in the evaluation of that application must be provided in the event that the project is selected for funding.

**The value of any donated material or building.** The fair market value of a building may be used as match only if the building was donated for the activities in the ESG application and is not currently being used for these activities. When using the fair market value of a donated building as match, submit documentation from an appraiser, or realtor as to the value of the property, and information relating to the circumstances of the donation, including when the building was donated and for what purpose, current use of building, and how long the building has been used for its current purpose.

**The fair market rental or lease value of a building currently occupied by an applicant, based on 12-month occupancy.** Submit a letter from the appraisal district, an appraiser, or realtor that specifies location of building, square footage, value per square foot, and total lease or rent value.

**Staff salaries.** When using any staff salary as match, include the position/title, annual salary, the percentage of time dedicated to ESG activities, and the dollar amount of their salary that will be used as match.

*The time and services contributed by volunteers to carry out the emergency shelter program, determined at the rate of \$5 per hour. [Note: Volunteers providing*

professional services such as medical or legal services are valued at the reasonable and customary rate in the community.]

- 5) Source(s) of Funds for Operating Expenses
- 6) Disclosure of Interest
- 7) Resolution (authorization from Board of Directors to Submit Proposal)
- 8) Previous ESG Funding Form

## **ATTACHMENTS**

### **ATTACHMENTS AND ADDITIONAL DOCUMENTS MUST BE SEPARATED BY TABS OR COLORED SHEETS**

- List of Board Members and their Affiliation with Homeless or formerly homeless representative identified
- Proof of Non-Profit Status from IRS
- Copy of most recent audit including accompanying management letter or other evidence of adequate internal accounting controls (in original only)
- Accessibility Standards (if applicable only)
- Agency Articles of Incorporation (in original only)
- Agency By-laws (in original only)
- Agency code/standard of conduct

**CITY OF SOUTH BEND  
DEPARTMENT OF COMMUNITY INVESTMENT  
FY2014 EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM  
PROPOSAL COVER SHEET**

<b>Agency:</b>		
<b>Address:</b>		<b>Zip:</b>
<b>Contact Person:</b>		<b>Hours of Operation:</b>
<b>Phone #:</b>	<b>Fax #:</b>	<b>Council Member District:</b>
<b>Email Address:</b>		
<b>DUNS #:</b>		
<b>Activities Requested</b>		<b>Amount of Request (\$)</b>
Emergency Shelter		
Operations		
Essential Services		
Rapid Re-Housing		
Housing Relocation and Stabilization		
Tenant Based Rental Assistance		
Total Requested		
<b>Certification</b>		
I hereby certify that the submission of this proposal has been duly authorized by our governing body.		
<b>Authorized Representative</b>		<b>Date</b>
<b>TO BE COMPLETED BY DCI STAFF:</b>		
IS PROJECT ELIGIBLE?      Yes    No		

## PROJECT DESCRIPTION

Each applicant must submit a **Project Narrative** (*10 page limit*) on standard letter size paper (legal and two sided pages will not be accepted). Describe proposed activity(s) to be funded, amount of funds requested and provide total project cost estimates and basis for cost estimates.

### NARRATIVE AND PROJECT DESCRIPTION

1. Indicate proposed use of funds by category – check those categories that apply:
  - Emergency Shelter (to include Shelter Operations and Essential Services)
  - Rapid Re-Housing (to include Housing Relocation and Stabilization and TBRA)
2. Number of unduplicated individuals to be served (indicate those which apply to the project). (Number may be an approximation).
  - a. Indicate the number of unduplicated persons to be served w/ESG funds:
  - b. Indicate the number of unduplicated households to be served w/ ESG funds:
3. Describe the current service/conditions of your current program and indicate the target group (homeless population/special group) being assisted. (Use additional pages if needed, include name of agency for each addition page.)
4. Describe the nature and the extent of the unmet need for adequate emergency shelter or essential supportive services for the homeless that exists in your jurisdiction. (Please state the source of your information, e.g., previous studies, inventory of existing shelters, local unemployment data, welfare statistics, housing authority estimates, etc.)
5. Explain how the funding requested will address the needs of the population served.
6. Describe other funding that may affect the proposed activity.
7. Explain your agency’s action plan which incorporates the “Continuum of Care” philosophy into your daily operations and services provided to your clients; include an explanation of your agency’s level of participation in the Continuum of Care.

- 
8. Describe the method by which your agency tracks/will track your clients as a means of determining how well the “Continuum of Care” approach toward rental housing/home ownership, is working. Is your agency affiliated with the Homeless Management Information System?
  
  9. The Department of Community Investment, under HUD’s guidelines, believes assisting the homeless population is a community-wide endeavor, rather than an agency by agency endeavor. How will you and your agency participate and help to coordinate a Community-wide approach to assisting the homeless population in South Bend?
  
  10. Indicate a projected start up and a completion date for the proposed activity. Identify all major milestones, by approximate date, to be undertaken with the project.
  
  11. Table 1 – Description of Project Activities
  12. Table 2 – Matching Funds
  13. Table 3 – Source(s) of Funds for Operating Expenses
  14. Resolution (authorization from Board of Directors to Submit Proposal)
  15. Previous ESG Funds
  16. Attachments

## TABLE 1: DESCRIPTION OF PROJECT ACTIVITIES \*

Agency Name: \_\_\_\_\_

Eligibility Category	Description of Activities	Line Item Subtotals	Total Project Cost Estimate
Emergency Shelter			
Operations			
Essential Services			
Rapid Re-housing			
Housing Relocation/Stabilization			
Tenant Based Rental Assistance			
Total \$ Requested			

**Instructions for Completing Table 1:** Provide the following information:

- a. In the “Eligibility Category” column, list the corresponding eligibility category for each item for which ESG funds are requested.
- b. In the “Description of Activities” column, **provide a line item budget** that includes the proposed cost for each budget item under each Activity category.
- c. In the column entitled “Line Item Subtotals” column, enter the subtotal of each budget item.
- d. In the “Total Project Cost Estimate” column, enter the sum of all the subtotals for each category.
- e. Enter the total amount of funds being requested at the bottom of the last page. Make sure this amount matches the amount of funds requested.
- f. \* This table should indicate exactly which line items will be requested such as staff costs (identify which staff, utilities (identify which utilities), maintenance (identify which items), etc.

## TABLE 2: MATCHING FUNDS

Agency Name: \_\_\_\_\_

Organizations must match ESG funds a minimum of 100 percent from non-ESG sources. The amount of match required of each organization will be agreed upon during contract negotiations. Matching funds must be provided after the date of the grant award. Funds used to match a previous ESG activity may not be used to match a subsequent grant award.

Identify the sources and amounts of match as one of the following and submit supporting documentation

Source	\$ Value	Method of Calculation (Determined by)
Donations		
Materials		
Building		
Funds		
Lease		
Salaries		
Volunteers (@ \$/hr.)		
Other		
Total	\$	

**According to Section 576.201 each grantee must supplement its Emergency Solutions Grant amounts with an equal amount of funds from sources other than ESG funds.**

Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.

## TABLE 3: SOURCES OF FUNDS FOR OPERATING EXPENSES\*

Agency Name: \_\_\_\_\_

Source	Current FY 2013	Proposed FY 2014
City of South Bend		
Federal Grants		
State Grants		
Local Grants		
United Way		
Other Non-Federal Grants		
Contributions		
Special Events		
Gifts		
Organizations		
Program Income		
Other (specify)		
Other Fundraising Activities/Source		
Other (specify)		
<b>Total</b>		

\* Operating expenses include such items as personnel services (including fringe benefits), other services, materials, supplies and depreciation.

## RESOLUTION

**The following language is an example of an acceptable resolution that may be used to meet the application requirements funding for the City of South Bend ESG Program.**

At a meeting held on (date) \_\_\_\_\_ the Board of Directors of (the agency) \_\_\_\_\_ passed the following resolution(s):

The Board of Directors authorizes the application for and use of funds from the City of South Bend ESG program for activities described in the funding proposal entitled \_\_\_\_\_.

The Board of Directors certifies that, if awarded funds by the City of South Bend, (the agency) \_\_\_\_\_ shall implement the activities in a manner that ensures compliance with all applicable federal, state, and local laws, rules, and regulations.

The Board of Directors certifies that (the agency) \_\_\_\_\_ is not debarred or suspended under federal or state ruling from participation in the receipt or expenditure of federal or state funds.

The Board of Directors certifies that (the agency) \_\_\_\_\_ is current with all taxes, including ad valorem, assessments, and other government charges lawfully imposed on (the agency) \_\_\_\_\_.

Upon an award of federal ESG funding, the Board of Directors authorizes \_\_\_\_\_ (title or named person), on behalf of (the agency) \_\_\_\_\_ to execute a binding agreement with the City of South Bend for the expenditure of the funds.

Depending on the nature of the activity or the agency, if applicable, include the following statement:

The Board of Directors attests that (the agency) \_\_\_\_\_ administers a policy which ensures the confidentiality of records pertaining to any individual provided family violence prevention or treatment services.

Depending on the nature of the activity or the agency, if applicable, include the following statement:

The Board of Directors certifies that (the agency) \_\_\_\_\_ administers a policy which ensures that homeless facilities are free from the illegal use, possession and distribution of drugs and alcohol by its beneficiaries.

\_\_\_\_\_  
Signature of Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Secretary

\_\_\_\_\_  
Date

## ESG FUNDS PREVIOUSLY RECEIVED

Please provide the following information to identify ESG funds **previously** received (the last three years) by your organization, either directly from the Department of Community Investment (CI) or with the Indiana Housing & Community Development Authority (IHCDA).

---

**Name of Agency:** \_\_\_\_\_

Amount of ESG Grant Award: \_\_\_\_\_ Dates of Contract: \_\_\_\_\_

Was grant (check one):  Direct from CI  Subcontract from State  Federal Funds

**Use of Funds by Category:**

Renovation, Major Rehabilitation, or Conversion	\$_____
Essential Services	\$_____
Maintenance, Operations & Furnishings	\$_____
Homelessness Prevention	\$_____

---

**Name of Agency:** \_\_\_\_\_

Amount of ESG Grant Award: \_\_\_\_\_ Dates of Contract: \_\_\_\_\_

Was grant (check one):  Direct from CI  Subcontract from State  Federal Funds

**Use of Funds by Category:**

Renovation, Major Rehabilitation, or Conversion	\$_____
Essential Services	\$_____
Maintenance, Operations & Furnishings	\$_____
Homelessness Prevention	\$_____

---

**Name of Agency:** \_\_\_\_\_

Amount of ESG Grant Award: \_\_\_\_\_ Dates of Contract: \_\_\_\_\_

Was grant (check one):  Direct from CI  Subcontract from State  Federal Funds

**Use of Funds by Category:**

Renovation, Major Rehabilitation, or Conversion	\$_____
Essential Services	\$_____
Maintenance, Operations & Furnishings	\$_____
Homelessness Prevention	\$_____